

Maricopa Association of Governments  
Section 5310 Elderly and Persons with Disabilities Transportation Program  
Proposal Assistance Workshop Notes  
February 2, 2010

In Attendance

Eduardo Galindo, The Centers for Habilitation (TCH)	Billy Parker, Chandler Gilbert Arc
Lisa Grannis, TCH	Pam Allen, Living Well
Jorn Bates, Clean Air Cab	Kristie Leshinski, Foothill Caring Corps.
D. Williamson, Nobody's Perfect Inc.	Mary Brannoch, Valley Life
Gary Zeck, UMOM New Day Centers	Marsha Ngiruchelbad, Valley Life
Eva Olivas PRC	Van Means, AAA
Sheila Barberini, Valley Metro	Joe Dibazar, AAA
Marilyn Zepeda, UPC of Central AZ	Lyle Wamsley, AAA
Gary Bretz, Valley Metro	Valerie Melderover, City of Phoenix
Jerry Jones, UCP of Central AZ	Dan Pontius, Triple R BHS
Shannon Dubasie, CMA	Pat Grogan, City of el Mirage
Janeen Gaskin, City of Avondale	Abdelabar Mohamdian
Megan Neal, City of Phoenix	Eddie Caine, Valley Metro
Matthew Dudley, City of Glendale	Donna Powers, SILC
Rhianna Adams, City of Glendale	Jess Segovia, PB
Mimi Rogers, One Step Beyond	John Kelley, City of Scottsdale
Laura Skotnicki, Save the Family	Evelyn Ng, City of Scottsdale
Robert Miller, Hacienda, Inc.	Jennifer Dangremond, STARS
Stephen Sparks, Tempe Community Action Agency	Philip Pajak, Nobody's Perfect Inc.
Joan Baird, Sun City West Foundation	Tom Garrett, Triple R
Bob Gooltz, Sun City West Foundation	Darlene Howard, The Salvation Army
Kristie Chung, Terros	Jackie Johnson, PPEP Inc.
Dan Ball, Foundation for Senior Living	Cheri Bjornsrud, Civitan Foundation
Julie Howard, City of Mesa	Bruce Fisher, Peoria Good Shepherd
Bob Ciotti, City of Phoenix	Cliff Hamrick, STARS
Teresa DeValle, Phx Revitalization Corp.	Elaine Starks, Gompers
Kristen Serton, City of Avondale	Sara Keech, Total Transit
Ricardo Samano, DUET	Tamara Shreeve, City Peoria
Stuart Boggs, RPTA	Maher Hazine, City of Peoria
Shannon Irving, Safe Rides Services	Paul Ward, W.C. Scoutten
Janet Strauss, Valley Metro	Loretta Crimi, Arizona Department of Transportation (ADOT)
Evelyn Williams, Gleneagle MHS	Felipe Sanchez, ADOT
Marsha Ashcroft, Horizon Human Services	Wendy Miller, City of Phoenix
	DeDe Gaisthea, MAG

I. Welcome and Introductions

DeDe Gaisthea welcomed everyone to the workshop at 10:00 a.m. The group introduced themselves.

II. Review of the Section 5310 Program

Loretta Crimi, Arizona Department of Transportation (ADOT), provided an overview of the Section 5310 Elderly Individuals and Individuals with Disability Transportation program. Ms. Crimi introduced Felipe Sanchez, Arizona Department of Transportation, who provided additional information regarding Civil Rights requirements. Ms. Crimi said the Section 5310, Elderly Individuals and Individuals with Disabilities Transportation Program, is a competitive capital program authorized annually by Congress with the states appropriating the funds. The Arizona Department of Transportation is responsible for administering the program in Arizona.

Ms. Crimi said ADOT receives an annual formula allocation of funds. The funds are used to administer and procure vehicles and related equipment which meet the transportation needs of elderly persons age 60 and older and persons with disabilities of any age. Ms. Crimi noted ADOT is coordinating the Section 5316 and 5317 application evaluation process with Wendy Miller from the City of Phoenix. She said Ms. Miller will provide further information on the process in her presentation.

Ms. Crimi gave an overview of activities for the program. She said ADOT provides technical assistance for project development, implementation and operations. ADOT also coordinates vehicle purchases through a competitive bid process and monitors the progress. Training opportunities are provided through the Rural Transit Assistance Programs (RTAP) to Section 5310 grantees. She requested that interested applicants contact Dan Harrigan for additional information and reimbursement requirements using the contact information in the handbook.

Ms. Crimi explained when an application is submitted there is a commitment on the part of the agency to provide match money. Ms. Crimi noted the process tends to overlap during the application process. ADOT puts together the award letter for match from the previous year at which time the applicant may be asked for match before the current award is made. Match money will be requested to be submitted approximately 12-13 months from the time applications are submitted. Agencies will be assigned VIN numbers and will need to submit a power of attorney and when vehicles are available for delivery/pickup.

Ms. Crimi said ADOT retains a lien on all 5310 vehicles for four years or 100,000 miles, whichever comes first. Release from the lien is not automatic. If a vehicle has a low number of miles after four years, ADOT will review the need of the vehicle. Sight visits will be conducted every three years to look over policies and

offer any help or suggestions. ADOT is very interested in progress made by the grantee and would like to know how ADOT can be of assistance.

Ms. Crimi gave an overview of the application process. She said ADOT requires a cover letter addressed to MAG with the application. She asked applicants to ensure the cover letter is concise and the summary table is complete. This provides a snapshot to the Committee about an agency's needs and the capital they are requesting. Ms. Crimi asked that all agencies be very specific in their requests for items and to take advantage of all narrative sections in the application. She urged all applicants to use the cover letter as an opportunity to clearly communicate their need for the requested items. Section 5310 application are to be submitted to MAG.

Ms. Crimi said eligible participants are private nonprofit 501(c)(3) agencies, tribal governments, and qualified public agencies. Individuals, families and other small or informal groups not meeting the above description do not qualify. Applicants are not required to have transportation as its sole focus of business but must provide transportation services primarily to clients who are elderly and/or disabled. Vehicle uses are for medical appointments, social services/activities, and similar activities. Vehicles can be used for meal delivery as an ancillary use only. Vehicles use is not intended as school bus or emergency transportation; consideration can be given on dire need cases. Joint use of the vehicles with other agencies is encouraged as long as it does not conflict with providing services to the target population.

Ms. Crimi said once an applicant receives an award, they must comply with all federal and state requirements. Compliance for Civil Rights includes Title VI, Limited English Proficiency, Equal Employment Opportunity and Disadvantaged Business Enterprise (DBE). She noted DBE is required for agencies who receive more than \$250,000 in federal funds. This may not apply to most agencies but ADOT suggests that agencies include women or minority owned businesses in the contracts. Felipe Sanchez, ADOT, noted a civil rights check list has been developed and MAG will make it available on their Web site. Ms. Crimi referred the group to the handbook for more information on certification and assurances. Applicants need to be a part of the coordination plan and may contact DeDe Gaisthea at MAG for more information on coordination requirements.

Ms. Crimi noted last year was the first time the match rate was offered at a lower rate of 90 percent/10 percent local match. ADOT is able to offer the lower match rate again this year for Section 5310 applicants. The lower match is available only for Section 5310; Section 5316 and Section 5317 will remain for capital at 80/20 and 50/50 for operating. An administration fee of two percent is added to all awards. She said capital expenses include vehicles, communication equipment, and assistance for mobility management projects.

Ms. Crimi reported on the types vehicles available to grantees. There are five type of vehicles including a raised-roof van with wheelchair lift, raised-roof

cutaway with lift, accessible minivan with wheelchair position, twelve passenger (including driver) maxi-van without a lift, and a seven passenger (including driver) minivan without a lift. Ms. Crimi said ADOT is still out to bid on the minivan and are waiting to fill the awards from last year. Last year the Toyota Sienna qualified for the federal "Buy America" standard. This year, the purchase will be the same. Agencies cannot request any specific make. She noted the 15 passenger vans are no longer available because of safety concerns. If a request is for a non-accessible van, the agency must already have accessible vehicles in their fleet.

Ms. Crimi said communication equipment includes radio equipment, vehicle locators, and dispatching/scheduling software. She noted radio equipment previously requested has been back logged. She added most of the requests were not specific on the type of communication or radio equipment needed. Felipe Sanchez will be the contact for these purchases. Ms. Crimi asked that applicants be very specific on the request including any vendor numbers. If an agency is undecided the types of equipment, they may contact ADOT for further information. She noted equipment requests will require agencies to pay for the installation. At the time of delivery, every grantee will be asked to sign a contract agreement. Contracts will be sent for mobility management awards.

Ms. Crimi stated federal authorization added a mobility management as a category in the Section 5310 application process. Mobility management is a short-range planning activity that involves coordination with other agencies to provide better transportation options. Mobility management can be hardware or software. This is viewed as a short-term strategy that will bring about long-term changes. If an agency is awarded the first year, it is not automatic they will be awarded the following year. All programs are viewed on a case by case basis. Agencies will need to submit their invoices to be reimbursed and all other capital requests come through ADOT. She referred the group to the timetable in the handbook for a tentative schedule of the process.

Ms. Crimi said vehicle delivery turn-around time from the start of the application to the time when the agency receives vehicles takes approximately 18 months. Ms. Crimi noted the Motor Vehicle Division fee on the maxi and cutaway vans will be a little higher due to the weight of the vehicle. She noted a box on the application to check if an agency would like to request an early delivery providing the agency has the match money. She noted, on occasions, there have been vans available due to an agency not picking it up or other circumstances. She requested that agencies who would like to receive vans that are second hand or were never picked up last year should send an email to Loretta Crimi at ADOT at [Lcrimi@azdot.gov](mailto:Lcrimi@azdot.gov).

### III. 2010 Application Process

DeDe Gaisthea, MAG, reviewed the Section 5310 application process. She said the due date for the Section 5310 application is **Friday, March 5, 2010 at noon.**

Applicants are to submit one original and nine copies to the third floor receptionist desk. No late applications will be accepted. She said the application and all other material presented will be available on the MAG Web site at [www.mag.maricopa.gov](http://www.mag.maricopa.gov). Ms. Gaisthea offered to review applications before they are submitted and to provide technical assistance. Agencies can contact her at [dgaisthea@mag.maricopa.gov](mailto:dgaisthea@mag.maricopa.gov) or calling at (602) 254-6300 to set up an appointment.

Ms. Gaisthea reviewed the documents to be submitted with the application by referring the group to the check list that was provided in the handouts. The list includes submission of a cover letter, summary table, service area map, and the application. She noted the Committee has requested applicants to submit a map of their service delivery area this year. She advised agencies to be very specific in the cover letter and the summary table and to be consistent. The Commitment to Coordination Strategies form will need to be signed by the director of the agency and returned with the application on or before the due date. The original application must be secured with a binder clip and the copies securely bound.

The Elderly and Persons with Disabilities Transportation Program (EPDT) Committee will interview all applicants for Section 5310 on March 31, 2010 from 9:20 a.m. to 2:00 p.m. on the first floor Agave meeting room pending approval of the interview process by the Committee. Ms. Gaisthea asked all applicants to sign up for an interview time before they leave the training today. Agencies are responsible for sending a representative who has knowledge of the program and can answer questions submitted by the Committee. Committee questions will be emailed to the agency contact person by Monday, March 29, 2010. Interview times are limited to ten minutes to address questions posed by the committee and time for additional questions the Committee may have the day of the interview. She requested that all agencies prepare succinct answers to questions provided prior to the presentation. If no questions are posed by the Committee, then agencies are requested to prepare a succinct overview of the application.

Ms. Gaisthea noted the handout included an example of the summary table to be submitted with the application. The summary table will be available electronically on the MAG Web site along with all the materials presented today. Agencies in need of their summary table information from previous years may contact staff. She referred the group to the agenda packet material for contact information. She stated that technical assistance would be available throughout the entire application process.

Ms. Gaisthea noted the coordination certification form required for Section 5310 applicants is in the printed application. The form is available in the electronic version of the application and in both printed version of the Section 5310, 5316 and 5317 applications. Applicants will need to include this form with their applications. She noted the review Committee will take into consideration the level of participation of each applicant such as attending meetings and providing

data requested for coordination efforts. She noted attending the MAG Transportation Ambassador Program quarterly meetings as a way to participate in coordination efforts. The next meeting will be held in March and additional information will be forwarded.

#### IV. Coordination with Sections 5316 and 5317

Wendy Miller, City of Phoenix, offered an overview of Section 5316, Job Access and Reverse Commute (JARC), and Section 5317, New Freedom, application process. She said that the City of Phoenix and ADOT are the designated recipients for these programs. She said under these funding programs, larger urban areas over 200,000 people will apply to the City of Phoenix and smaller areas with fewer than 200,000 people will apply through ADOT. The application due date is March 17, 2010 at 3:00 p.m.

Ms. Miller explained Section 5316, JARC, is targeted for individuals with lower incomes to provide access to employment related activities and reverse commute services. She said the capital planning match is still 80 percent/20 percent. JARC eligible activities include planning, capital, and operating costs. Service can include late night and weekend service; guaranteed ride home service; shuttle service; expanding fixed-route public transit routes; demand responsive van service; ridesharing and carpooling activities; employment training and transit related aspects of bicycling.

JARC funds may be used for promoting the use of transit by workers with non-traditional work schedules; the use of transit vouchers the use of employer-provided transportation including the promotional advertisement of transit benefits. Mobility management may be requested as well as vehicles, related communications equipment, dispatching, scheduling, coordination hardware and software, and Intelligent Transportation System (ITS).

Ms. Miller said eligible activities under New Freedom include vehicle purchase; supporting accessible taxi, ride-sharing, vanpooling program and providing paratransit services beyond the Americans with Disabilities Act (ADA) requirements of three quarters of a mile from a fixed route service. Additional services include making accessibility improvements to transit and intermodal stations; and supporting voucher programs for transportation services offered by human service providers. Funds may also be used for supporting mobility management and coordination programs, as well as other capital costs including vehicle/services related communication equipment, scheduling and coordination hardware and software, and ITS.

Ms. Miller reviewed the general requirements of the program. She said this is a reimbursable grant with agencies incurring the costs up front and then submitting invoices for reimbursement. The match rate for operating costs is 50 percent/50 percent with capital and mobility management at 80 percent/20 percent. Other

Department of Transportation funds can not be used as match but using other federal program dollars is acceptable. Agencies must enter into a contract or agreement with the designated recipients and comply with all current and applicable Federal Transit Administration (FTA) guidelines and regulations. She advised applicants to have their attorney review the contract.

Ms. Miller said agencies who are applying through the City of Phoenix must submit a quarterly progress report and track program measures. JARC program measures are actual or estimated number of jobs or rides that can be accessed as a result of the transportation service. New Freedom program measures include increases or enhancements that impact availability of transportation services, addition or changes to environmental infrastructure, and actual or estimated number of rides provided. Applicants usually start incurring costs after receiving the award letter but won't get reimbursed until the City of Phoenix forwards invoices to the FTA. For ADOT applicants incurred cost will be processed through ADOT. The City of Phoenix currently does not contract for vehicles and has yet to award vehicles.

Ms. Miller said the Section 5316 and 5317 applications are due March 17, 2010 by 3:00 p.m. to the City of Phoenix. Agencies will be required to do a presentation on April 20 2010. Ms. Crimi noted ADOT designated applications will also be due on the same date. Applicants will be notified regarding their project selection the week of May 20, 2010 and funds should be available mid to late 2011. She requested that agencies pay attention to the evaluation criteria and address their current work as it relates to the transportation needs of low-income individuals, the effective utilization of equipment or service, management capabilities, and how the program will be sustainable. Ms. Miller noted it is very important to specify how the request answers the needs of the community and to answer all the basic questions of who, what, where, how and why.

## VI. Questions

The group asked whether Title VI will include disability businesses. Ms. Crimi referred the group to contact Lucy Schrader who can answer specific Title VI inquiries. Mr. Sanchez noted the civil rights requirements check list has been approved by ADOT's Civil Rights division and has been provided to MAG. Ms. Gaisthea will make the check list available to participants on the MAG Web site.

The group asked if the two percent administration fee was a flat fee. Mr. Crimi replied the two percent is a capital ADOT administration fee of the overall invoice. ADOT's Equipment Services Yards statewide are offering services and bulk rate gasoline to Grantees whose program vehicles are currently on lien to ADOT. Grantees may contact me for more info or check online for their brochure which will be posted soon.

The groups asked when reimbursement could be expected once invoices are submitted. Ms. Crimi replied once invoices are submitted through ADOT,

invoices will be paid within 30 days when all paperwork is completed. A question was asked if vans could be wrapped to provide income for the local match or fuel expenses. Ms. Crimi said the vans come all white with ADOT providing a decal. An agency can have their logo on the van but no advertising or bus wrapping. ADOT is the lien holder on the vehicles and agencies cannot sell or rent the vehicles. She noted ADOT can ask for the return of a vehicle if they determine an agency has not used sufficiently enough.

The group asked if the vehicles could be used for incident management or for emergencies. Ms. Crimi replied both cases would be acceptable. She added an agency may be asked in the event of a crisis to aid with the use of their vehicles. The group asked if Section 5310 funds could be used to provide equipment for Section 5317 vehicles. Ms. Crimi said that could be an eligible request but the request would need to be clear on the vehicle the equipment would be placed in. Once an agency has federal equipment in a vehicle a 5310 application would be required. She asked the group to contact her for further clarification.

Matthew Dudley, City of Glendale and Elderly and Persons with Disabilities Transportation Program (EPDT) Committee member, provided the group additional information for submission of the application. He noted the Committee will ask how the applicant's award will benefit the community during the interview. He advised applicants to pay close attention to the operating expenses section to insure what is reported is accurate. The Committee will look at matching funds to make sure it is consistent and reliable. If agencies are not participating in the coordination of services the Committee will inquire why the effort has not been made.

Mr. Dudley added vehicles out for a week or reporting anything less than 21 hours per weeks in use will be questioned. Passenger trip calculation is calculated as one trip to drop off a passenger. He advised applicants to ensure requests are clear and to indicate the request on the cover letter, summary sheet and application. First time applicants are required to request for lift equipment vehicle or to have an accessible vehicle in their fleet already. For mobility management requests, if a question is not applicable to the project indicate so on the application to ensure the Committee the question was not overlooked. He noted the Committee objective is to recommend awards that benefit the community as well as the agencies.

## VII. Adjourn

The meeting adjourned at 11:50 a.m.